Suddenly it is senior year. Graduation is only three or eight months away. Here is a list of things that you should be doing to prepare for and begin this next phase of your college experience.

SELF ASSESSMENT

YOUR COLLATERAL MATERIALS
Resume – Take a look at the resume that you wrote for BUS390. What needs to be added to it? What can be taken off? How can you re-work it so that it is showing your experiences in the best light possible? Make sure you have it reviewed.

Cover Letter – Pull out the handouts that you have from BUS390 and review how to write a targeted cover letter. Have the letter reviewed remembering that a different letter needs to be written for each position you are applying to.

Thank You Note – You will need to write a thank you note for each informational interview, phone interview, and face-to-face interview that you go through. Practice writing one.

Elevator Speech – Practice a short 30 second way to introduce yourself to a prospective employer. Make sure that you capture the things that make you unique in that time. Try it out on a couple of faculty members to see if it accomplishes its’ purpose.

Create a LinkedIn account, marketing your skills and experience. Have you branded yourself?

INFORMATION
Now that you have taken care of basics, it is time to gather information about the kinds of companies that are out there and the kinds of jobs they have to offer. Here are some great sources of information:

Personal Network – Who do you know that works and can provide you information about the company they are working for and what they do? What kinds of work do your relatives do? What about your friends’ families? Talk to everyone you know and let them know that you will be graduating in either December or May. Let them know the kinds of things that you are looking for. If you are at the stage where you are saying, “I don’t have a clue,” go back to step one and make an appointment with the Career Advisor to talk things out.

RhodyNet – Start looking at the jobs that are posted on RhodyNet. Companies who post their jobs there have targeted the University of Rhode Island.
CareerBeam - has wonderful resources regarding the job search process. You can also search for jobs on a national and international basis. The site is: cb.careersearch.net/login/uri.tt2. You will need to use the log in and password that you created in BUS390.

LinkedIn – Be sure that you have created a professional LinkedIn page and that you have a professional head shot on it. Build your network on LinkedIn. Here are some other features of LinkedIn:

- search individuals, companies and jobs.
- follow companies to see who is being hired and access jobs posted
- Look at individuals’ profiles and see the Groups they have joined. See if you can join that same group. Groups on LinkedIn are equivalent to the professional organizations and a great source of networking

Company web sites - See what they have to offer.

Professional associations - Relate to your major or the kind of field that you are seeking. There will be plenty of networking opportunities that you can take advantage of.

Job Fairs – Attend all of the events held on campus.

**PRACTICE/PREPARE**

Mock Interview – Schedule an appointment for a practice interview either on RhodyNet or with a Career Advisor. Find out the kind of questions that will be asked during an interview and the best ways that you can respond to the questions.

Make sure that you have your interview suit ready to go, including shirts and ties, blouses, and polished, well-heeled shoes.

You have worked hard to get where you are today. Take these steps so you can find that first job that will give you your start.

Stop by Ballentine Hall 319 and make an appointment for your future.

Office Hours – by appointment – 9:00-4:00, Monday-Friday

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